



DEPARTMENT OF THE NAVY

NAVAL UNDERSEA WARFARE CENTER DIVISION
610 DOWELL STREET
KEYPORT, WASHINGTON 98345-7610

4221
13 Jan 04

Your company is invited to compete for a Blanket Purchase Agreement (BPA) in support of Naval Undersea Warfare Center Division Keyport.

NUWC Division Keyport will make a best value analysis to determine which response(s) will result in the issuance of a BPA(s). This is not a formal solicitation under Federal Acquisition Regulation (FAR) Part 15 or Part 13, Simplified Acquisition, but an invitation to compete for a BPA under the terms and conditions of your General Services Administration (GSA) Federal Supply Schedule (FSS) contract in accordance with FAR Subpart 8.4.

The Government reserves the right to issue one or more BPAs, or no BPA(s) at all, depending on the quality of responses and a best value analysis. The BPA(s) will be in effect for one year from date of issuance with three one year options (depending on prevailing policy and performance of the BPA holder(s)). The total length of this agreement will not exceed 48 months.

The Naval Undersea Warfare Center (NUWC), Division Keyport is issuing this document to outline preferences for obtaining office supplies utilizing an electronic commerce ordering and delivery system. The Naval Undersea Warfare Center, Division Keyport employs approximately 2,000 employees. We estimate that these personnel will generate approximately \$3,500.00 per month in orders, although actual order level will be dictated entirely by individual requirements during the period of performance. Further, we fully expect this service to be a primary source for our personnel, although it will not be a required source. The Government estimates, but does not guarantee, that the total volume of purchases through the BPA(s) may have an aggregate value of \$1M (including extensions). There is no guaranteed minimum and the Government shall only be obligated to the extent of purchases.

Responses will be evaluated to determine which company response(s) represent(s) the best value to the Government as explained in the Best Value Plan. It is the Government's desire to establish BPA(s) with suppliers who have demonstrated strong past performance, offered quality products at significantly discounted prices, established abilities in supplying customer requirements and provided worldwide delivery. BPA(s) may be entered into after completion of a best value analysis.

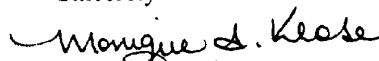
The proposed BPA is the attached Request for Quote. An individual authorized to legally bind your company must sign the signature block located at the end of the BPA.

Submit only one response to this BPA Invitation. Your response is due by 4:00 PM PST hours on 04 Feb 04. Incomplete submissions or proposals received after this date and time are ineligible for award. All information received will be safeguarded from unauthorized disclosure, in accordance with Federal Law. Please ensure any sensitive information is clearly marked as such. Include with your response, a copy of the Terms and Conditions of your GSA contract(s). Products proposed must currently exist on your GSA FSS contract. Clear evidence of this can be demonstrated by providing a copy of your GSA catalog(s), or the APL directly out of the GSA contract(s) highlighting the items proposed. Include the name and phone number of your GSA Point(s) of Contact. It is required that you highlight the items proposed. **Items not available on your GSA FSS must be clearly identified.**

Mistakes may be corrected by the Contracting Officer prior to BPA issuance if: (1) an offeror requests permission to correct a mistake, (2) clear, convincing evidence establishes both the existence of the mistake and what the response actually intended, and (3) the correction will not result in displacing one or more lower offers (such a correction shall not be made unless the existence of the mistake and the response actually intended are ascertainable substantially from the invitation and the response itself). Pricing errors discovered post BPA issuance will be handled as a mistake in your response in accordance with FAR 14.407-4, and may result in termination of the BPA if the corrected price significantly exceeds the original submission price.

All questions regarding this solicitation should be submitted in writing as soon as practicable after receipt of solicitation. Questions may be forwarded via facsimile to (360) 396-7036 or via E-Mail to klosem@kpt.nuwc.navy.mil.

Sincerely


Monique A. Klose
Contracting Officer

BLANKET PURCHASE AGREEMENT

Pursuant to General Services Administration (GSA) Federal Supply Schedule (FSS) Contract Number _____ (Insert GSA Schedule Number) Blanket Purchase Agreement (BPA) provisions, a BPA is being entered into between _____ (Insert Company Name), having its principal office at _____ (Insert address), and Naval Undersea Warfare Center Division Keyport (NUWC Division Keyport) intending to be legally bound, agree as follows:

1. **Main Emphasis.** This BPA will encompass an on-line catalog and ordering system with delivery, reporting and other attributes as specified within the statement of work with associated services and accessories from your GSA FSS as modified through technology refreshment. At any time during the duration of this BPA, the BPA holder may add any item currently available for ordering on its GSA FSS within Office Products/Supplies and Services and New Products Technology, however, NUWC Division Keyport reserves the right to direct immediate removal. Open market micro-purchases will be allowed on this BPA. Total micro-purchases on a single order shall be limited to items in direct support (adjunct items) of items being purchased and to the micro-purchase threshold. Authorized purchasing offices will negotiate open market terms and conditions prior to order placement and identify them on the order.
2. **BPA Term.** This BPA will be in effect for one year from the date ordering is authorized in writing by the NUWC Division Keyport Contracting Officer (CO) provided your GSA FSS contract remains in effect (this BPA will be reviewed annually from the time of agreement) with three one year options (depending on prevailing policy and performance of the BPA holder). The total length of this agreement will not exceed 48 months. NUWC Division Keyport reserves the right to discontinue and replace this BPA at any time by 30 days written notice, when deemed necessary.
3. **Authorized Users.** Authorized users include Naval Undersea Warfare Center Division Keyport and Naval Undersea Warfare Center Division Keyport, Ordnance Annex at Subase Bangor; Naval Undersea Warfare Center Division Keyport, Hawthorne Division and Detachments located in Lualualei and Pearl Harbor, Hawaii and San Diego, California. The BPA holder shall not accept orders from other Federal civilian agencies not accompanied by written approval authorization to order from the NUWC Division Keyport Contracting Officer.
4. **Obligation of Funds.** This BPA does not obligate any funds. The Government will be obligated only to the extent of authorized purchases actually made under the BPA. The Government estimates, but does not guarantee, that the total volume of purchases through the BPA(s) may have an aggregate value of \$1M (including extensions). There is no guaranteed minimum and the Government shall only be obligated to the extent of purchases.
5. **Products.** Only items awarded under the BPA may be ordered. Other products and services may be added based on NUWC Division Keyport's business plans and the BPA holder's GSA FSS contract.
6. **Pricing.**
 - a. The Schedule of Supplies/Services/Proposed Rates contains current prices for approved products and services. Prices may be voluntarily reduced at any time. The BPA holder shall immediately implement price reductions by applying the reduced price to all orders booked after price reductions occur.
 - b. All products and services, throughout the life of this BPA, shall include all fees due GSA.
 - c. Prices shall include shipping charges to destination.
7. **Orders.**
 - a. Orders shall be processed via all of the following methods: facsimile, mail, and by telephone provided that the order follows in writing. Payment shall be made via Government Purchase Card (GPC) and Government payment offices.
 - b. There are no minimum or maximum order requirements.
 - c. All orders will be placed directly with the BPA holder.

- d. All valid orders shall be accepted within two business days after receipt via direct electronic notification to the customer. A valid order is defined as an order that requires no modification in order to process. If an order requires modification, the BPA holder shall notify the ordering activity within two business days after receipt.

8. Delivery.

- a. All orders, both CONUS and OCONUS, shall be F.O.B. Destination; Ordering COs may elect an APO shipping address for OCONUS locations in lieu of a commercial address and negotiate consideration with the BPA holder prior to placing an order.
- b. All orders using the Government Purchase Card as the payment method must be delivered complete, i.e., no partial shipments.
- c. All shipments will be accompanied by a delivery ticket containing the following information:
 - (1) Name of supplier
 - (2) GSA FSS Contract Number
 - (3) BPA Number
 - (4) Model Numbers
 - (5) Order Number
 - (6) Date of Purchase
 - (7) Date of Shipment
 - (8) Nomenclature (e.g. itemized list of supplies or services to include quantity, unit price, and extension of each item). Note: unit prices need not be shown when incompatible with the use of automated systems, provided that the invoice is itemized to show the information.
 - (9) Name, title, and phone number of person placing order.
- d. Delivery time of products to both CONUS and OCONUS locations are to be in accordance with the requirement of the GSA FSS following acceptance of a valid order. The BPA holder further agrees to the following Delivery times: _____ CONUS (after receipt of a valid order) and _____ OCONUS (after receipt of a valid order).
- e. Upon shipment of product(s), the Contractor shall e-mail notification to ordering CO, the individual placing the order or the individual the order will be shipped to (if an e-mail address is provided). The e-mail shall include when the order was shipped, the tracking number used by the common carrier, a WWW "hot-link," and/or toll-free number to the common carrier, if possible.

9. **Invoices.** In the event of an inconsistency between the provisions of this BPA (including Federal Law, Federal Court, and Comptroller General Decisions) and the Contractor's invoice, the provisions of this BPA will take precedence. The requirements of a proper invoice are as specified in the GSA FSS contract. For orders submitted via a Standard Form (SF) 1449 (Solicitation/Contract/Order for Commercial Items), invoices shall be submitted to the payment address specified in Block 18a of the SF 1449.

10. **Payment.** The provisions of FAR 52.213-1 FAST PAYMENT PROCEDURE (FEB 1998) and FAR 52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER--CENTRAL CONTRACTOR REGISTRATION (MAY 1999) are incorporated into this Agreement. These clauses are available in full text and located at <http://www.arnet.gov/far/>. NOTE: In accordance with FARS, Subpart 213.4, FAST PAYMENT PROCEDURE, this provision is limited to orders less than \$25,000.00.

11. **Reports.** The Contractor shall provide a monthly report to NUWC Division Keyport combining sales for all items purchased under this BPA. The data shall be provided electronically in the format commonly used in the commercial sector.

12. **Representations and Certifications.** The Contractor hereby certifies:
All software ordered shall be furnished with a perpetual, transferable, right-to-use license.
All software shall be furnished with no less rights than those provided to commercial customers.
All equipment shall be dual-voltage capable (where applicable), include all power and connection cables, and be ready for immediate use at the offered prices. Any special voltage requirements will be appropriately annotated on individual orders. Documentation shall be included with all equipment.

13. **Product Proposals and Technical Refreshment - Product Changes.** GSA Product Proposals: The Contractor shall send electronic notification to NUWC Division Keyport of any technical refreshment to the product(s) available for ordering under this BPA at the same time the change is submitted to the GSA FSS for evaluation. Technical Refreshment: Proposed additions and substitutions shall be submitted electronically direct to NUWC Division Keyport. No product/service shall be included which has not been formally added to the BPA holder's GSA FSS, determined to be within the scope of the Cell Phone\Wireless Services and conforms to the terms and conditions of the BPA (including pricing arrangements). The BPA holder shall be responsible for:
- a. Temporary removal and suspension of orders within 24 hours for any product/service challenged by the NUWC Division Keyport Contracting Officer as nonconforming.
 - b. Immediate and permanent removal of any product determined by the Contracting Officer as nonconforming or not on the GSA FSS.
 - (1) Orders containing nonconforming items not accepted: The BPA holder shall immediately notify the customer that the item is not available for purchase.
 - (2) Orders containing nonconforming items accepted but not shipped: The BPA holder shall immediately pull the item from processing and notify the customer the item is not available.

Orders containing nonconforming items already shipped: The BPA holder shall immediately provide the order numbers, quantity, date shipped, total dollars, and the name and address of the customer to the NUWC Division Keyport Contracting Officer.

By execution hereof, the person signing for the company below certifies that he/she is duly authorized to execute this agreement on behalf of the company.

Signature/Date
(Insert Name of Individual Authorized
to Bind the Company, Including Title)

Signature/Date
Contracting Officer

The Naval Undersea Warfare Center Division Keyport intends to issue a BPA against the applicable Federal Supply Schedule (FSS) for the following requirement:

Item No.	Schedule of Supplies/Services	Qty	UI	Unit Price	Total
0001	A secure Internet-Based On-Line Ordering System with delivery, reporting and other attributes in accordance with the statement of work.	1	GP		

The applicable NAICS code for this requirement is 453210. All questions regarding this requirement should be submitted in writing as soon as practicable after receipt of solicitation. Questions may be forwarded to Monique Klose via facsimile to (360) 396-7036 or E-mail: klosem@kpt.nuwc.navy.mil. Proposals may be faxed or E-mailed to the preceding number/address. Proposals shall be submitted no later than **Wednesday, 04 Feb 04, 4:00 pm (Pacific Time)**.

The overall objective of this project is to develop a secure Internet-based on-line ordering system for obtaining office supplies to the Naval Undersea Warfare Center Division, Keyport. Next day delivery to the customer's desktop is the desired method of delivery.

Introduction

The Naval Undersea Warfare Center (NUWC), Keyport Division is issuing this document to outline preferences for obtaining office supplies utilizing an electronic commerce ordering and delivery system. The Naval Undersea Warfare Center, Keyport Division employs approximately 2,000 employees. We estimate that these personnel will generate approximately \$3,500.00 per month in orders, although actual order level will be dictated entirely by individual requirements during the period of performance. Further, we fully expect this service to be a primary source for our personnel, although it will not be a required source.

System Requirements

The Intramart system will be an on-line catalog and ordering system with delivery, reporting and other attributes as specified herein. It will operate in a secure environment via the Internet, and user access will be controlled through the assignment and validation of individual profiles and passwords. The following is an overview of the basic requirements:

- A user-friendly web enabled graphical interface that is capable of interfacing with NUWC Division Keyport's financial and ordering system. The Intramart system shall have the capability to validate Job Order Numbers (JON), and provide daily electronic file transfers and reports that include details of all purchases.
- An electronic customizable office supply catalog tailored for NUWC, Division Keyport.
- A 30-day no-questions asked return policy.
- Special discounted pricing (discounts of 25% to 75%) off the vendor's current list price for non-GSA Schedule items and also reflect pricing from the GSA Contract Schedule that will be paid/invoiced at the net cost. Prices on GSA Contract items will be governed by the terms and conditions of the GSA Contract. Non-GSA Schedule items and prices will be re-evaluated after a 3 month period with the exception of paper products.
- The system will limit individual orders to less than or equal to \$2,500 in accordance with Federal Acquisition requirements.
- The system shall be available using a server capable of providing file encryption and limit user access by Public Key Infrastructure (PKI) certificates.

System Administration

NUWC Keyport will assign a system administrator to process user access requests and customize catalog offerings. The system will provide an easy method to customize user permissions, add and delete users, and catalog items as desired by NUWC Keyport.

Authorized Users

Only authorized individuals of NUWC Division Keyport shall place orders using the NUWC Keyport Intramart system. Initially authorized users will be at NUWC Division Keyport, Keyport, Washington and NUWC Division Keyport, Ordnance Annex, Subase Bangor, Washington. It is anticipated that Naval Undersea Warfare Center Division Keyport, Hawthorne Division and Detachments located in Lualualei and Pearl Harbor, Hawaii and San Diego, California will eventually become users under this BPA.

Customer Support

The Intramart system shall include a customer support point of contact familiar with the system for problem resolution including but not limited to catalog consultation, on-line help, user training, product specification, product availability, delivery problems, and return merchandise authorization.

Ordering Methods

The ordering process will be an on-line, user-friendly graphical interface. Users will be able to select catalog items, accumulate a real-time shopping list and place orders quickly with a minimum of effort. The preferred method of ordering is the electronic on-line ordering system. However, facsimile or telephone orders shall be accepted when it is not possible to use the electronic on-line system.

Site Access Requirements

Contractors, their employees, agents, and vehicles shall be subject to security checks and wear ID badges while on Naval Undersea Warfare Center Division, Keyport property. NUWC Division Keyport Pass and ID Office will issue badges. Upon termination of employment or the contract period, the badges will be turned in to the Pass and ID Office.

Catalog

The Intramart system shall provide an electronic customizable office supply catalog available through the Internet and tailored for NUWC Division Keyport. The catalog shall include all mandatory JWOD products from mandatory sources of supply such as National Industries for the Blind (NIB), National Institutes for the Severely Handicapped (NISH), and the Federal Prison Industries (FPI/Unicor). This catalog shall provide for product descriptions and discounted prices offered to the buyer and the capability to create an on-line order form. It shall also include specifications, and pictures to the greatest extent possible. The catalog shall be provided in hardcopy version upon request from NUWC Division Keyport users. NUWC Division Keyport shall have the capability to limit products offered in the catalog.

Delivery

Delivery shall be FOB Destination on the next scheduled workday to the customer's desktop for all orders placed by 4:00 p.m. pacific time. Routine delivery is required daily, Monday through Friday, except holidays. Delivery shall be between the hours of 9:00 a.m. and 3:00 p.m. pacific time. Multiple delivery points will be supported within NUWC Keyport, including multi-story buildings. In the case of classified buildings where delivery personnel are not granted access, a Government POC will be called for delivery at the door. If an order cannot be delivered within the prescribed schedule, the customer will be notified. Orders must be complete; no partial orders will be accepted. The contractor will maintain and provide delivery receipt information (i.e., proof of delivery based on signature and date of individual who received the items.)

All shipments will be accompanied by a packing list (delivery ticket) containing the following information:

- Name of supplier
- Itemized list of items (e.g. nomenclature, unit price, supplier part number and quantity)
- Job Order Number
- Requisition Number (generated by Intramart system)
- Name and phone number of Buyer/POC
- Ship to Address
- Date of purchase
- Date of Delivery

Fill Rate

A sufficient inventory will be maintained to provide a minimum of 98% fill rate within 24 hours for all NUWC Keyport Intramart orders. The fill rate will be calculated on a monthly basis. Each order will be on a Fill/Kill basis. The fill rate will be adjusted to account for causes beyond the control of the Contractor, including natural disasters, war, weather, labor strikes, or interruption of production or transportation services.

Fill Rate Definition: Items delivered within 24 hours of order divided by items ordered.

Prices

Prices to the Government shall be as low or lower than those charged the suppliers' most favored customer for comparable quantities under similar terms and conditions, in addition to any discounts for prompt payment. All prices quoted will be F.O.B. destination to the desktop at NUWC Keyport. The payment method shall be Government commercial purchase card.

Recycled Products (minimum levels)

All high speed copier paper, offset paper, forms bond, computer printout paper, carbonless paper, file folders, and white woven envelopes shall be procured with no less than 30 percent post-consumer materials. All other uncoated printing and writing paper, such as writing and office paper, book paper, cotton fiber paper, and cover stock, shall contain recycled products.

Shelf Life

All shelf life items will have an age on delivery of 6 months or less from date of manufacture.

SOCIO- Economic Goals

The Seller is encouraged and agrees to use its best efforts, through subcontract and/or supplier arrangements in support of the NUWC Division Keyport business under this Agreement, to utilize socio-economic business participation as referenced in the GSA Contract.

Reports/Files

The system shall be capable of providing daily and monthly reports to NUWC Division Keyport. The data shall be provided electronically in the format commonly used in the commercial sector. Daily transaction reports and files are due at the end of each business day. All other reports shall be due 15 working days after the end of each period to the System administrator. The system shall be able to interface with ILSMIS with ASCII text file most likely. Following are the required reports:

Daily

- A daily download of information including all data associated with each transaction including, procurement requisition number, originating code, job order number, originator's name location, and procurement total amount. Daily download of information shall also include for each line item, line item description, unit price, and quantity, extended price, serial number and category of item.

- A daily order/requisition file compatible with NUWC Division Keyport ordering system (ILSMIS).
- A daily Delivery and Cancellation file.

Monthly

- Usage/Sales Report- a report, which details in chronological order each individual purchase, made by Buyer for the previous month. Specifically, the report will enumerate the following in the order listed; date, account number, item(s) description, quantity.
- Fill Rate Report- The fill rate shall be calculated monthly.
- Paper Products Report- a report, which summarizes all paper products, ordered and their quantities shall be provided. (To include recycled and non-recycled paper products).
- Delivery Receipt Report- an itemized report for all deliveries made during the billing period. The report shall include proof of delivery based on signature and date of individual who received the items.

Quarterly

- A Small, Small Disadvantaged, and Women-Owned Business Report detailing total dollars and percentages spent with Small, Small Disadvantaged, and Women-Owned Business through subcontract or supplier arrangements in support of NUWC Division Keyport business.
- Recycled Products Report- a report that summarizes the recycled products purchased by category, (i.e., paper, plastic) and their quantities shall be provided.
- Usage/Sales Report- Same information as monthly report organized by ordering code.

Return Policy

The system shall include terms and conditions for a thirty day no charge to the Government return policy on a no questions asked basis. The terms and condition are applicable from date of delivery under the following conditions:

- Products shipped in error
- Products damaged in shipment
- Concealed shipping damage
- Wrong item ordered
- Excess quantities ordered

Returned products shall be credited during the next bill cycle and shown on the monthly sales report.

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 10 days prior to contract expiration; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 48 months.

(End of clause)

52.215-5 FACSIMILE PROPOSALS (OCT 1997)

(a) **Definition.** "Facsimile proposal," as used in this provision, means a proposal, revision or modification of a proposal, or withdrawal of a proposal that is transmitted to and received by the Government via facsimile machine.

(b) Offerors may submit facsimile proposals as responses to this solicitation. Facsimile proposals are subject to the same rules as paper proposals.

(c) The telephone number of receiving facsimile equipment is: (360) 396-7036

(d) If any portion of a facsimile proposal received by the Contracting Officer is unreadable to the degree that conformance to the essential requirements of the solicitation cannot be ascertained from the document -

(1) The Contracting Officer immediately shall notify the offeror and permit the offeror to resubmit the proposal;

(2) The method and time for resubmission shall be prescribed by the Contracting Officer after consultation with the offeror;

(3) The resubmission shall be considered as if it were received at the date and time of the original unreadable submission for the purpose of determining timeliness, provided the offeror complies with the time and format requirements for resubmission prescribed by the Contracting Officer.

(e) The Government reserves the right to make award solely on the facsimile proposal. However, if requested to do so by the Contracting Officer, the apparently successful offeror promptly shall submit the complete original signed proposal.

PROPOSAL SUBMITTAL REQUIREMENTS

Offerors shall submit the following information with their offer:

Technical: In order to provide all necessary information for a comprehensive technical evaluation and price analysis thereof, your proposal shall be submitted as commercial product literature, which must provide enough information to determine operational parameters of the product or service in the format that the offeror uses in commercial sector bidding. A determination will be made through technical evaluation whether the product fails to meet, meets, or exceeds the Government's performance requirements as set forth in the specifications. The commercial product literature should address the following areas:

Technical Approach: The technical approach will be evaluated on how well it supports the needs and objectives defined in the statement of work. Emphasis will be placed on the achievement of technical capabilities without risking timely accomplishment of project goals.

- 1) Describe any technical pre/post order support you currently provide or propose to supply to customers using this BPA. Identify the level of support including methods of assistance, available times, etc. to be provided to customers.
- 2) Provide a description of the quality of proposed operational support.
- 3) Provide technical information addressing each item identified on the "Statement of Work Evaluation Factors" Attachment 1.
- 4) Constraints/Anticipated Problems/Assumptions: Provide a complete listing of all relevant risk identification and mitigation associated with the implementation and performance of the statement of work. Concisely describe or explain each listed item, and discuss its relevance and/or total impact on technical feasibility, overall timeframe to accomplish the project, etc. Specify all important assumptions which have been utilized in developing the proposed technical approach (e.g., Government-provided resources, required subcontracted efforts or items, scheduling and availability, etc.).

Technical capability plans shall be no more than 10 pages single spaced on 8 ½ x 11" paper in not less than a 10 point font.

Past Performance:

a) **Past Performance Worksheet** - Offerors shall demonstrate past performance by completing Past Performance Worksheet (see Enclosure 1). Offerors are encouraged to submit brief and concise responses. Data submitted by the contractor other than that requested on the Past Performance

Worksheet will not be considered. **Failure to submit the Past Performance Worksheet shall be considered certification that the contractor has no past performance for like or similar items for the Government to evaluate.**

b) Number of Contracts - Complete a Past Performance Worksheet for up to five of your most recently completed Federal Government contracts (not to exceed three years since completion) for like or similar items under this solicitation. If you do not have any Federal Government contracts, then list state, local, or commercial contracts, in that order, to complete your Past Performance Worksheet.

EVALUATION CRITERIA

Responses will be evaluated to determine which products proposed and which overall companies' responses represent the best value to the Government and award under this effort will be made to the technically acceptable offer(s) which provides the best value to the Government, technical, past performance, and price considered. In determining the best value to the government, a trade-off analysis of the relative benefits of technical, past performance, and price will be performed, if necessary. Inherent in the trade-off analysis process is the assessment of risk, and its impact on contract performance.

Issuance of BPA(s) will only be made to the offeror(s) whose response complies with all the requirements of law, regulations, and conditions set forth in the invitation. The offeror's response must demonstrate a clear understanding of the nature of the requirement. The decision authority will determine which response(s) provides the best overall value to the Government.

Technically Acceptable: In order to be determined technically acceptable, offers must meet or exceed the specifications and any subsequent amendments (see Proposal Submittal Requirements). The offer must be determined to be technically acceptable before further consideration. Additionally, the Government may consider any enhancements to a component(s) that may significantly exceed the desired preferences.

Evaluation Factors – Offers that are determined to be technically acceptable will be evaluated in terms of technical, past performance, and price. Technical Understanding is slightly more important than past performance. Technical Understanding and Past Performance combined are slightly more important than Price.

Price: The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option.

Past Performance - Evaluation of past performance information (see Proposal Submittal Requirements) will include, but not be limited to, relevance and extent of previous contracts, quality and conformance of product/services to specifications, timely delivery and customer satisfaction. Information utilized will be obtained from contractor references as well as any other sources which may have relevant information. Contractor references that cannot be contacted will not be considered. An offer with no relevant past performance history may not represent the most advantageous proposal to the Government.

Although price is important, it is NOT the most important evaluation factor. Offers will be evaluated and award will be based upon the best value to the Government. In making this determination, the Government is concerned with striking the most advantageous balance between, technical, past performance and price factors. The closer the technical and past performance rates are to one another, the greater the importance of price in making the award determination.

In determining the best value offer, the Contracting Officer may consider elements of a technical proposal that exceed the stated requirements, and are deemed to be of value to the Government.

The reasonableness of the quoted price will be evaluated. In addition to generally accepted price analysis techniques, congruence between the technical and price proposals may be utilized to determine the reasonableness of the quoted price as well as potential performance risk.

No award will be made at other than a fair and reasonable price.

Request that each offeror fill-in a reply to each of the following questions listed below. Responses will be used to assist the Contracting Officer (CO) in filling out the DD 350.

CONTRACTOR POINT OF CONTACT

a) In the event your firm receives a contract as a result of this solicitation, designate a person whom the Government may contact during the period of the contract for prompt contract administration.

NAME: _____
TITLE: _____
ADDRESS: _____
PHONE: _____
TOLL-FREE PHONE NO: (800) _____
FULL INTERNET E-MAIL ADDRESS: _____
FAX NO: _____

CONTRACTOR IDENTIFICATION NUMBER: _____

Enter your 9-position Data Universal Numbering System (DUNS) number assigned by Dun and Bradstreet Information Services to identify your unique business entities.

CAGE CODE: _____

Enter your 5-position Commercial and Government Entity (CAGE) code that identifies the Contractor plant or establishment.

CONTRACTOR NAME AND DIVISION NAME: _____

Self-explanatory.

CONTRACTOR ADDRESS: _____

Enter your address as stated in the Blanket Purchase Agreement (BPA) to include street address (and/or PO Box), city/town, state/country, and ZIP code, if applicable. Do not enter foreign postal codes.

TIN: _____

Enter your 9-digit Tax Identification Number (TIN). The number required by the IRS to be used by the offeror in reporting income tax and other returns.

PARENT TIN: _____

Enter your parent company TIN, if applicable.

PARENT NAME: _____

Leave blank if there is no parent company TIN.

PRINCIPAL PLACE OF PERFORMANCE: _____

Enter the name of your principal place of performance (i.e. offeror home office, final assembly point for supply Software Publishers, and subcontractor's location for supply where shipment is made from a subcontractor's plant). When there is more than one location, enter your home office.

TYPE OF BUSINESS:

Enter one of the following codes:

Code A - Small Disadvantaged Business Performing in U.S.

Code B - Other Small Business Performing in U.S.

Code C - Large Business Performing in U.S.

WOMAN-OWNED:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
VETERAN-OWNED				
Service Disabled	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Other Veteran	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

PAST PERFORMANCE WORKSHEET

The Government highly prefers that you submit your company's five most recent references (relevant to Office Products/Supplies and Services and New Products Technology), all of which should be Government references. The Government references should be a Contracting Officer (CO) and a Program Manager or equivalent. Relevance is determined by considering the products provided, dollar value, period of performance, and worldwide delivery and warranty support capabilities. Please refer to the Blanket Purchase Agreement (BPA) Invite Letter for more details. Attached is the Past Performance Questionnaire that must be submitted with your offer. In addition, discuss any contractual vehicles (contracts, delivery orders, etc.) terminated for default by a CO affecting your company within the past five years. Also, describe all instances in which your company has ever been the subject of, or party to, a proposed debarment/suspension case and the outcome. Failure to comply with these instructions may result in elimination from further consideration.

Reference #1

Procurement vehicle title/contract number:	
Type (e.g., ID/IQ, BPA, etc.):	
Period of Performance:	
Prime or sub:	
Description of products and services:	
Original procurement vehicle \$ value:	
Sales to date \$:	

Points of Contact	Name	Agency/ Company	DSN Phone	Commercial Phone	Commercial Fax	E-mail Address
Program Manager:						
Contracting Officer:						

Reference #2

Procurement vehicle title/contract number:	
Type (e.g., ID/IQ, BPA, etc.):	
Period of Performance:	
Prime or sub:	
Description of products and services:	
Original procurement vehicle \$ value:	
Sales to date \$:	

Points of Contact	Name	Agency/ Company	DSN Phone	Commercial Phone	Commercial Fax	E-mail Address
Program Manager:						
Contracting Officer:						

Reference #3

Procurement vehicle title/contract number:	
Type (e.g., ID/IQ, BPA, etc.):	
Period of Performance:	
Prime or sub:	
Description of products and services:	
Original procurement vehicle \$ value:	
Sales to date \$:	

Points of Contact	Name	Agency/ Company	DSN Phone	Commercial Phone	Commercial Fax	E-mail Address
Program Manager:						
Contracting Officer:						

Reference #4

Procurement vehicle title/contract number:	
Type (e.g., ID/IQ, BPA, etc.):	
Period of Performance:	
Prime or sub:	
Description of products and services:	
Original procurement vehicle \$ value:	
Sales to date \$:	

Points of Contact	Name	Agency/ Company	DSN Phone	Commercial Phone	Commercial Fax	E-mail Address
Program Manager:						
Contracting Officer:						

Reference #5

Procurement vehicle title/contract number:	
Type (e.g., ID/IQ, BPA, etc.):	
Period of Performance:	
Prime or sub:	
Description of products and services:	
Original procurement vehicle \$ value:	
Sales to date \$:	

Points of Contact	Name	Agency/ Company	DSN Phone	Commercial Phone	Commercial Fax	E-mail Address
Program Manager:						
Contracting Officer:						

The vendor may provide information on problems encountered on the contracts and subcontracts identified above and corrective actions taken to resolve those problems. Companies should not provide general information on their performance on the identified contracts. General performance information will be obtained from the references.

PLEASE ENSURE ALL THE ABOVE REFERENCED INFORMATION IS CORRECT.

**NUWC DIVISION KEYPORT INTRAMART
STATEMENT OF WORK EVALUATION FACTORS**

SOW REQUIREMENT	REQUIRED (R)	COMMENTS
System Requirements		
Secure Internet Web-based on-line ordering system	R	
User-friendly graphical interface for catalog and ordering	R	
Secure encrypted environment with password protection	R	
Controlled through individual profiles and passwords	R	
Capable of interfacing with NUWC Division Keyport's financial and ordering systems (ILSMIS).	R	
Capability to validate JON's and provide electronic file transfers/reports	R	
Discounted pricing and mechanism for price evaluations		
Mechanism to control spending limits	R	
System Administration		
Easy method to customize catalog offerings, process user access requests, add, and delete users.	R	
Authorized Users		
Process to validate authorized users	R	
Customer Support		
Customer support POC for problem resolution	R	
User training and on-line help	R	
Ordering Methods		
Backup ordering Methods		
Site Access Requirements		
Plan for handling deliveries	R	
Catalog		
Customizable item catalog	R	
Plan for offering mandatory sources of supply		
Product descriptions, specifications, and pictures	R	
Catalog hardcopy availability		
Capability to limit catalog products	R	
Delivery		
Next day delivery to customer's desktop for orders placed by 4:00 p.m. pacific time.	R	
Customer notification in the case of delayed deliveries	R	
Plan for maintaining delivery documentation and receipt information	R	
Fill Rate		
Plan for maintaining 98% fill rate	R	
Prices		
Most favored customer discount pricing	R	
Prices are F.O.B. destination to the desktop	R	
Recycled Products		
Plan for offering Recycled products		
Shelf Life		
Management of Shelf Life items	R	
SOCIO-Economic Goals		
Reports/Files		
Plan for handling reports and files	R	
Return Policy		
Terms for 30 day no charge return policy	R	